

GEORGIA
STATE BOARD OF WORKERS'
COMPENSATION



2012 ANNUAL EDUCATIONAL CONFERENCE

EXHIBITOR & SPONSOR
PACKET

SIGN UP NOW!

2012 EXHIBITOR CHANGES- PLEASE READ!

- For those who exhibited the prior year (2011) – you will receive priority in registering! You will be given **THREE DAYS** to register and afterwards, the remaining workers' compensation community will be allowed to register.
- The floor plan **IS THE SAME** as 2011.
- The cost to exhibit is \$1,300.00. This will be the cost for all booths in all exhibit areas.
- All initial exhibit registrations **MUST** be done online using the link provided. You can complete the exhibit packet and mail/fax/email in to me after you register. The paper copy is mainly provided for informational purposes.
- This year's theme is based on the college sports! The title of the program is "Become an MVP (Most Valuable Player) in the Workers' Compensation System"
- Booth placement is still based on a **first come – first serve basis**. During the registration process you will have the opportunity to select **five** booths that you are interested in. If neither of the booths are available at the time I receive your online registration – I will call you so that another booth can be selected. The booths are assigned according to the time that I receive your online registration. For instance – if I receive "Company A's" email registration confirmation at 10:35 a.m. and "Company B's" registration at 10:37 a.m. – I will first select the booth for Company A and then Company B.
- Booths **will not** be held or reserved under any circumstances. You are guaranteed a booth once you go online, register, select check or credit card and click on the submit button on both screens. If you select "check" as a form a payment – the check **must** be received in our office within 14 business days – if not – then your booth will be released back into the pool.
- Before registering, please make sure that you have the correct billing address for your credit card. You may want to first contact the bank to ensure you have the correct information. 99% of the time a registration does not go through because an incorrect address has been entered.
- Please know that assigning booths is a very time consuming process because each company representative is contacted directly in order to confirm their booth number before moving to the next company. For the past couple of years – we have sold at least 80% of the booths in the first two days. Therefore, it may be a week or so before you hear something regarding your booth number. Once the booths sell out – the registration website will shut down. At that point I will begin a waiting list. Before registering, please make sure that you have the correct billing address for your credit card. You may want to first contact the bank to ensure you have the correct information. 99% of the time a registration does not go through is because an incorrect **BILLING** address has been entered. Again, if you plan to pay with a check – select "Check" as the payment option.

Exhibit Alert! Exhibit Alert! Exhibit Alert!

ATTENTION EXHIBITORS

THE GEORGIA STATE BOARD OF WORKERS' COMPENSATION
ANNOUNCES YOUR EXHIBIT OPPORTUNITY

AT OUR

~ **2012 ANNUAL EDUCATIONAL CONFERENCE**~

SUNDAY, AUGUST 26, 2012 – WEDNESDAY, AUGUST 29, 2012

RENAISSANCE WAVERLY HOTEL

2450 GALLERIA PARKWAY

ATLANTA, GEORGIA 30339

For Hotel Reservations Call 1-800-468-3571 or 770-953-4500

Special Seminar Rate - \$152 Single/Double

Cut-off date for reserving rooms is Friday, July 20, 2012

Discount Code for Hotel Room - TBA

In order to maximize your networking opportunities, the Exhibitor give-away drawings will be **Wednesday** morning and will be posted during the 10:00 a.m. coffee break. An additional **Grand Prize Drawing** will be held for **Wednesday attendees only** at the end of the conference, 12:30 p.m.

PLEASE NOTE:

- ◆ ONLY 157 EXHIBIT BOOTHS WILL BE SOLD (SEE LAYOUT).
- ◆ PLANS ARE TO COMPLETE THE SELL AND ASSIGNMENT OF ALL EXHIBIT BOOTHS AND SPONSORSHIPS BY FRIDAY, APRIL 6, 2012.
- ◆ THE ATTACHED EXHIBITOR PROFILE WILL INCLUDE A 50 WORD DESCRIPTION (PARAGRAPH FORM ONLY) OF YOUR COMPANY'S SERVICES IN EACH ATTENDEE'S PROGRAM.

YOU **MUST** REGISTER ONLINE AT **WWW.SBWC.GEORGIA.GOV** WITH A VISA, MASTERCARD OR AMERICAN EXPRESS. IF YOU SELECT "CHECK" AS A FORM OF PAYMENT – THE CHECK MUST BE IN OUR OFFICE WITHIN 14 DAYS OF REGISTERING OR YOUR BOOTH WILL BE RELEASED.

EXHIBIT BOOTHS ARE ASSIGNED ON A **FIRST-COME FIRST-SERVE** BASIS!

This statewide annual event featuring an exhibit area in the beautiful garden court of the Renaissance Waverly Hotel promises to provide maximum exposure for showcasing your products and services to those involved in administering workers' compensation and those who provide services and benefits to injured workers.

PLEASE READ!
RULES AND REGULATIONS

SCHEDULE – Installation of exhibits must begin on Sunday, August 26, 2012 at 1:00 p.m. and must be completed by 4:00 p.m. on Sunday, August 26, 2012. Formal opening of exhibits will be at 6:00 p.m. on Sunday, August 26, 2012. Take down will begin at 11:00 a.m. on Wednesday, August 29, 2012 and must be completed by 1:00 p.m. **ALL EXHIBIT BOOTHS SHOULD REMAIN OPEN UNTIL 11:00 A.M. ON WEDNESDAY, AUGUST 29, 2012. PLEASE DO NOT PLAN TO BREAK DOWN BEFORE THIS TIME.**

CONTRACT FOR SPACE – Space offered on a first-come, first-served basis. The application for space and formal notice of acceptance constitute a contract for the right to use the space assigned. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding. In the event that, for any reason, the conference is not held as proposed, the exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred. The State Board of Workers' Compensation reserves the right to cancel any contract with any exhibitor at any time prior to or during the conference, and refund any amounts paid less the amount the space was occupied by such exhibitor.

USE OF SPACE – All demonstrations, interviews, or other activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted. Aisles must be kept clear. No noise-making devices or public address system shall be allowed. Only one company name per sign is allowed. **Your display cannot block the view of connecting exhibit booths or the aisles of the exhibit areas.**

CARE OF SPACE – Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the conference in the same condition as it was in when taken over. If the space occupied shall be damaged by the exhibitor or its patrons, the exhibitor shall pay such claims as are necessary to restore the space to its original condition.

INSURANCE – Exhibitors shall furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

CANCELLATION – Written notice of cancellation must be received at least 120 days before the seminar date for a full refund; later cancellations will result in 50% refund of rental fee.

LIABILITY – The State Board of Workers' Compensation reserves the right to restrict exhibits, which, because of noise, method of operation, or for any other reason become objectionable. This reservation includes persons, things, conduct, printed matter, or anything of a character that may be objectionable to the exhibit as a whole. In the event of such restrictions or eviction, the State Board of Workers' Compensation is not liable for any refunds or rentals or other exhibition expenses.

BUILDING RULES AND CITY ORDINANCES – The exhibitor agrees to obey all rules of the Renaissance Waverly Hotel which may be in existence or which hereafter may be made, and to abide by the rules and regulations of the Cobb County, Department of Fire and Health and such other departments whose duties embrace regulations of exhibits, etc. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

FOOD/BEVERAGE ITEMS – The Renaissance Waverly does not allow food/beverage items from outside vendors although they will be more than happy to assist you in providing any items you may need. Please contact the Renaissance Waverly at 770-303-3245 for any questions.

MISCELLANEOUS – The State Board of Workers' Compensation reserves the right for final placement of booths. Circulars or advertising matter of any description may be distributed only within the booth assigned to the exhibitor presenting such material, and not placed in the conference seats or tables. The decision of the State Board of Workers' Compensation must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.

It is agreed that all rules and regulations are a part of this contract, and no agreement other than those contained herein shall be binding upon the parties unless in writing, signed by a representative of the State Board of Workers' Compensation.

Authorized Signature: _____ Title: _____ Date: _____

Please sign and return to:

State Board of Workers' Compensation - Attention: Hilary Williams, 270 Peachtree Street, N.W., Atlanta, GA 30303-1299

EXHIBIT OPPORTUNITY!!!



\$1300.00 Exhibit Registration Fee Includes:

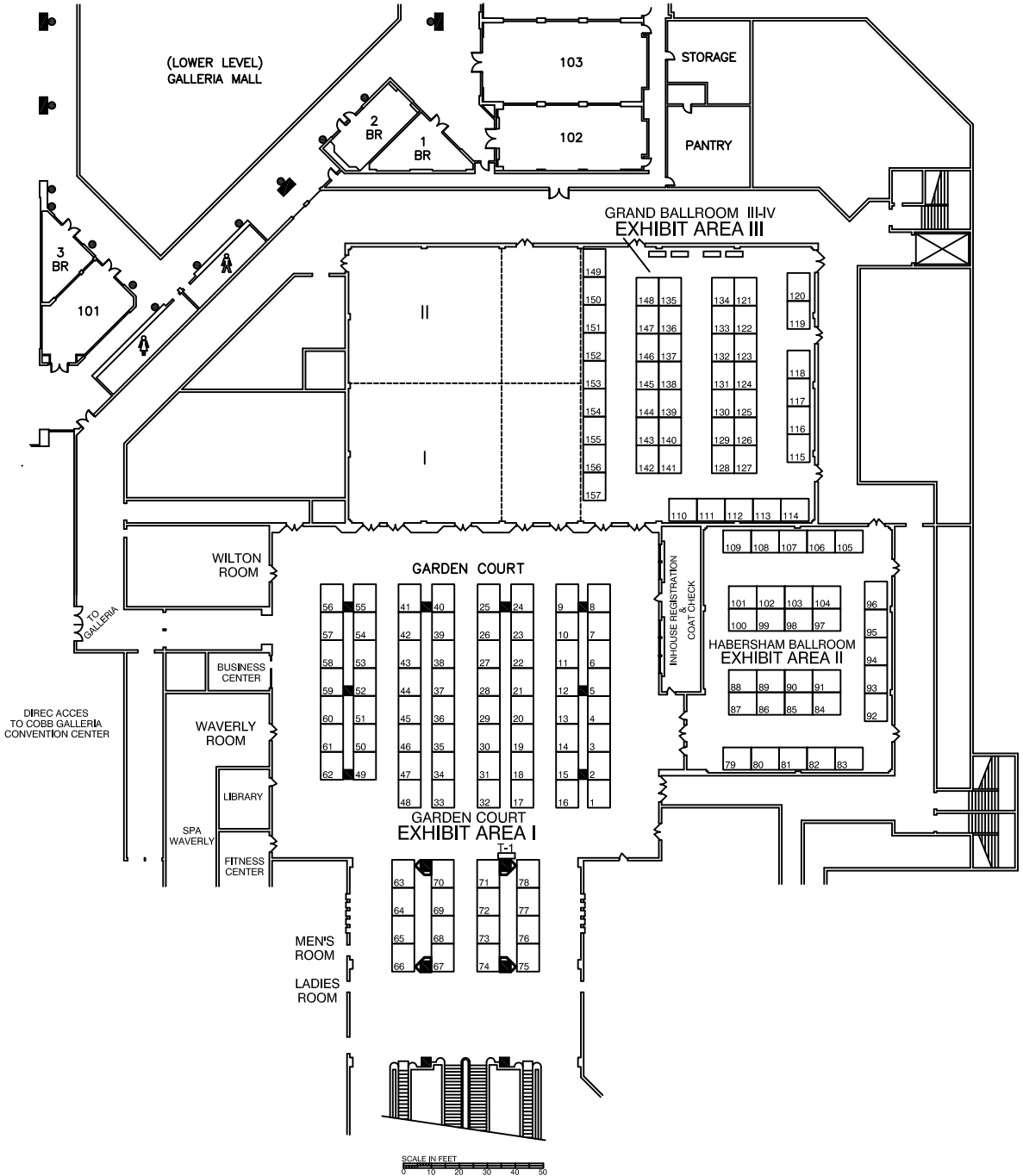
- One complimentary registration to conference
- Two complimentary booth attendant passes
- One 8x10 booth
- One 6 inch skirted table
- Two side chairs
- One wastebasket
- One 7" x 44" identification sign
- Pre and Post Conference Attendee List
- Priority Registration for 2013

Register Online at www.sbwc.georgia.gov

WORKERS COMPENSATION SEMINAR

AUGUST 26-29, 2012

RENAISSANCE WAVERLY HOTEL
SECOND FLOOR
GARDEN COURT/ HABERSHAM & GRAND BALLROOM III- IV
ATLANTA, GEORGIA



INCLUSIVE SPONSORSHIP OPPORTUNITY!!!



Includes Advertising During...

- ❖ Coffee Breakouts
- ❖ Dinner & Dance Banquet
- ❖ Sunday Wine & Cheese Reception
- ❖ Conference Sessions

What You Will Receive...

- ❖ 1 Complimentary registration to conference
- ❖ 1 Complimentary ticket to the Dinner & Dance Banquet
- ❖ Acknowledgement of sponsorship during Dinner & Dance Banquet

Please send one PowerPoint slide about company by Friday, May 4, 2012

- ❖ Pre-Conference and Post-Conference attendee mailing list sign posted at the breaks with company names
- ❖ Sponsorship badge and ribbon
- ❖ Sponsor Sign in All Conference Rooms

Only \$800.00!

Deadline – Friday, May 4, 2012

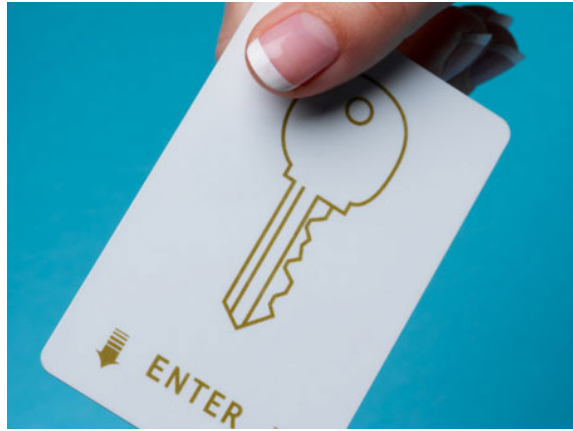
You **must** register online with a check or credit card at www.sbwc.georgia.gov

Check should be written out to SBWC – Training Account

270 Peachtree Street, NW Atlanta, GA 30303-1299

404-656-5656 / williamsh@sbwc.ga.gov

RENAISSANCE WAVERLY HOTEL ROOM KEY SPONSORSHIP



Details About The Hotel Room Card Key...

The hotel card key will have a design of your company logo. The hotel room keys will be given to everyone who attends and stays at the Renaissance Waverly Hotel during the Board's Annual Conference. A full-color company logo will be placed on the front side of the key. The back of the key will be designed by the Board. An estimated 500 keys will be printed and issued to individuals during the conference. Every time an attendee opens the door to his hotel room they will be reminded of your company! The measurements of the design space are 2.125" x 3.375".

**PLEASE CALL TO CONFIRM AVAILABILITY BEFORE SUBMITTING PAYMENT!
ONLY ONE COMPANY CAN SPONSOR THE HOTEL ROOM CARD KEY!**

Only \$3,000.00!

Hotel Room Card Key Sponsorship Form

DEADLINE – FRIDAY, MAY 4, 2012

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ADVERTISEMENT IN ANNUAL EDUCATIONAL CONFERENCE PROGRAM



Ad Specification Requirements:

Acceptable File Formats are:

- (1) **Adobe Illustrator EPS** (embed all images/outline all fonts),
- (2) **Photoshop** (all layers flattened in grayscale), OR
- (3) **PDF** (vector based)

300 dpi resolution or higher Compress any file over 2 megs using WinZip or Stuffit

\$600.00 – Full Page
8 ½ x 11 (+.125 bleed)

\$300.00 – Half Page
5 x 7.5 (horizontal only)

Please send ads via email to williamsh@sbwc.ga.gov

Deadline to Submit Ads – Friday, May 4, 2012

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